

## FREQUENTLY ASK QUESTIONS (FAQ's)

1. **Q: Where can I order a birth certificate**

A:

- By mail: Vital Records P O Box 95065, Lincoln, NE 68509
- In Person: 1033 "O" Street, Suite 130 (Gold's Building located at 11<sup>th</sup> & "O" Street)
- By phone: Emergency Line\* (emergency requests only): 402-471-6440
- On the Internet\*: [www.hhs.state.ne.us/vitalrecords](http://www.hhs.state.ne.us/vitalrecords)  
(\* no genealogy)

2. **Q: How much does a certificate cost?**

A:

- Birth Certificates \$12.00
- Death, Marriage, Divorce each cost \$11.00
- Ordering certificates on our Emergency Line the cost is: Birth \$35.00 includes S&H by UPS,
- Death, Marriage and Divorce each \$34.00 includes S&H by UPS

3. **Q: Do I need photo identification?**

A: Yes. Current government-issued photo identification such as your driver's license, State ID, US Military ID, Passport, etc. If you do not have a photo ID please contact our office at 402-471-2871.

4. **Q: Who is eligible to obtain a certified birth certificate copy?**

A:

- The person named on the birth certificate.
- A parent whose name is listed on the birth record of the person named on the birth record
- Spouse
- An Attorney for a legal reason
- Guardian with proof of guardianship
- Legal representative needs to provide copy of documents of representation
- Certificate holder's adult children
- For other relationships, please contact our office at 402-471-2871.

5. **Identification Requirements - application *must* be submitted with Copies of either A or B:**

A. One (1) of the following forms of valid photo-ID: Current only

- Driver license
- State issued non-driver photo-ID card
- Passport
- U.S. Military issued photo-ID

B. Two (2) of the following showing the applicant's name and address and signature:

- Utility or telephone bills
- Certified copy of school record, envelope must be sealed, Vital Record's staff will open envelope
- Signed Social Security card
- DOC ID card or released documents
- Copy of recent paystub

For other documentations please contact our office at 402-471-2871.

**6. Q: How long will it take to get my certificate**

**A:**

- By regular mail: 10-14 working days after application has been entered into our system
- By Internet: 7-10 working days after application has been entered into our system
- By phone Emergency Line only: Delivered next day by UPS-Next Day Air Saver
- Priorities/Express: Mailed out same day received. If priority or express services needed, a pre-paid envelop must accompany application
- In person at the window: 10-15 minutes

**7. Q: How do I make a correction to a certificate?**

**A:** You Need to call Vital Records Office for detailed information and forms 402-471-0918

**8. Q: Can Hospital Birth Clerks do corrections on child's birth certificate?**

**A:** Yes. Hospital Birth Clerks can do any corrections on child's birth certificate template before its submitted to Vital Records. After certificate is registered and numbered by Vital Records, Hospital's Birth Clerks cannot do corrections. Corrections will be handled by the amendment desk. If record has been submitted to Vital Records and is not numbered yet, Vital Record's Birth Clerk may reject it back to hospital for corrections needed.

**9. Q: Can given names or surnames be separated by commas, periods, etc?**

**A:** No

**10. Q: Can given names or surnames be hyphenated:**

**A:** Yes

**11. Q: The child was born at home and mother and child were transported to the hospital. Can the Hospital's birth clerk helps parents complete the birth certificate?**

**A:** Yes The section where hospital's name and address is requested you need to enter address where the child was born

**12. Q: If parents were married outside the State of Nebraska (foreign country) is it considered legal?**

**A:** Yes

**13. Q: Do new parents get a free certified copy of their child's birth certificate?**

**A:** No. They will need to send the application, search fee (\$12.00 each) and copy of the requesting Parent current photo identification, for sample Identification, please review answers of question # 4. The hospital may provide a Keepsake copy of the birth, but this is not a legal document.

**14. Q: If mother and father are not married to each other, can father's name be added to certificate?**

**A:** Yes it can be, if the proper Acknowledgement of Paternity form is completed and signed, by both parents in front of a notary public. The hospital will send this form to Vital Records for verification and Vital Records will register certificate once the Acknowledgement of Paternity is received.

**15. Q: Can information on Acknowledgement of Paternity be crossed out or white out?**

**A:** No. Since this is a legal document integrity of the information is vital when used in a court of law

**16. Q: Can I get a birth certificate resulting in stillbirth certificate?**

**A:** Only parents whose names appear on registered information can request this kind of certificates. It cannot be requested for genealogy or family history purposes.

**17. Q: I was born in another state, can Vital Records offices in Nebraska provide me with my birth certificate?**

A: No. You need to contact the Vital Records Bureau of the State where you were born. Only events that occurred in the State of Nebraska are registered with Vital Records of Nebraska. This link will provide you with information on other states. <http://www.cdc.gov/nchs/w2w.htm>

**18. Q: How can I tell the certificate I received is certified?**

A: If you ordered the certificate from the Lincoln Bureau, is a pink weaved paper and the embossed raised seal will be on the upper right corner of the paper on the certifier's signature area.

**19. Q: I ordered my passport, and the passport agency is telling me I need a statement on the back of the certificate, what does this mean?**

A: In the state of Nebraska, parents have up to a year to register the birth of their child. If the elapsed time of the date of birth and the date of registration is longer than a year, the passport agency may request the statement on the back of the certificate for verification

**20. Q: I ordered my certificate from Vital Records, and when I got it did not have the embossed seal, what should I do?**

A: You can mail the certificate back to our office and all other correspondence and request for the seal to be placed on the certificate. We will do that at not extra charge

**21. Q: If the mother and/or father has a social security number but refuses to provide it, what entry should I put on the record?**

A: Enter 999-99-9999. If the mother and/or father don't have a social security number enter 000-00-0000.

**22. Q: After the child was born alive and then died, the parents were not married, can they complete an acknowledgement of paternity even though the child died?**

A: Yes

**23. Q: If parents do not have social security number, can I still complete the birth record?**

A: A social security number is not required if a number has never been issued to them

**24. Q: Will the parents' social security number appear on copies of the child's birth certificate?**

A: The social security number is not a part of the legal portion of the birth certificate, therefore will not appear on any copies issued

**25. Q: A parent may ask: Why must I provide my social security number?**

A: The social security number is used for enforcement of child support orders in Nebraska. The number can be given to the Department of Social Services for Purposes permitted under Title IV-D of the Social Security Act. The number will not be used for any other reason and is not a part of the birth certificate.

**26. Q: Do I need to place the notary seal on the Yellow page of the Acknowledgement of Paternity?**

A: No, you only need to place your notary seal on the white page. Make sure all information entered on the White page transfers legibly to the Yellow page.

**27. Q: Can a father enter his married name on the birth certificate instead of his birth name on line 13?**

A: No, unfortunately the Nebraska birth certificate does not contain lines for the father to enter both of his names, birth name and married name like mothers do. We have seen cases that fathers have assumed the mother's last name after marriage. The father can enter his birth name (Line 13) and then enter his legal name on line 15a if he wishes for both of his names to appear on the birth certificate.

**28. Q: Can a father under the age of 18 sign the Acknowledgement of Paternity?**

**A:** Yes he can. Parents of any age may sign the form, however if the father is under the age of 19 the hospital clerk may suggest for him to talk to his parents before signing the Acknowledgement of Paternity.

**29. Q: Can Hospital Birth clerks file a Homebirth?**

**A:** Yes they can. The worksheet is available in the system just like you were completing a hospital birth. Any questions or concerns please contact Vital Records Birth Desk 402-471-0907

**30. Q: Should the birthing hospital seek out or locate the alleged father to have him sign the acknowledgment of paternity?**

**A: NO.** The birthing hospital or its representatives are not required to seek out or locate the alleged father who is not readily identifiable or available to sign the acknowledgment of paternity.

**31. Q: Are hospitals required to provide single parents with acknowledgment of paternity information?**

**A: Yes.** Under Nebraska law, hospitals are responsible for giving unmarried parents the opportunity to establish paternity legally.

**32. Q: If parents do not sign the acknowledgment of paternity at the hospital, can they complete it later?**

**A: Yes they can.** They will need to complete an Acknowledgment of Paternity form at Vital Records in Lincoln, or with the Health Department in Omaha, or with the Department of Health and Human Services in Lincoln, Norfolk, Hastings, Grand Island, Kearney, Lexington, Gering, North Platte, Dakota City, Fremont, Broken Bow and Fairbury. *It is best if they form is completed at Vital Records office. This enables Vital Records office to compare the form with the birth certificate to ensure its accuracy.*

**33. Q: If parents express their interest in obtaining genetic testing, should they complete the acknowledgment of paternity at the hospital?**

**A: NO.** If they are considering obtaining genetic testing, they should not complete the Paternity form. The acknowledgment of paternity form is a legal document, once signed and notarized paternity is legally established sixty days after the last notarized signature on the form. After genetic testing is obtain, parents can complete the form with the Vital Records office.